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City of Jersey City Alternative Treatment Center (ATC) Application Procedures

The purpose of this checklist is to provide an easy to follow step-by-step guide for businesses looking to establish an Alternative Treatment Center (ATC) in the City of Jersey City. These steps are only applicable for entities that have been approved as an ATC by the State of New Jersey. While not required, it is recommended that you reach out to the [councilperson](#) where your ATC will be located to help alleviate any community concerns about your proposed operation.

The rules promulgated by the NJ Department of Health and Human Services prohibit ATCs, which include marijuana cultivation and manufacturing operations, from operating within a Drug Free School Zone (i.e. within 1,000 feet of a school). Accordingly, the City of Jersey City cannot approve any ATC that would exist within 1,000 feet of a school.

<input type="checkbox"/>	<p>1. Division of Engineering – Drug Free School Zone Certification</p> <p>As the first step in the process, the Jersey City Division of Engineering must certify that the proposed ATC is not located in the Drug Free School Zone. Please contact Justina Cheng at JCheng@jcnj.org in Engineering for a review of the proposed location. Include in your email the proposed name of the facility, the name and contact information for a contact person, and the address(es) of the proposed location(s). For your convenience, we have posted a map on the Jersey City website that includes all Jersey City schools with a 1,000 feet radius around each.</p>
<input type="checkbox"/>	<p>2. Division of Zoning – Zoning Determination</p> <p>Once you have obtained a Certification from the Division of Engineering that your facility does not fall within a Drug Free School Zone, contact the Division of Zoning to obtain information on how to formally request a zoning determination as to whether your proposed facility complies with the City’s zoning requirements. Contact Zoning either by phone at 201-547-4832 or by email to Nick Taylor, NTaylor@jcnj.org and Sharon Pagano, PaganoS@jcnj.org. Please do not contact the Division of Zoning in advance of your Certification letter from the Division of Engineering.</p>
<input type="checkbox"/>	<p>3. Division of Zoning – Application for Permits</p> <p>The next step is to submit both the Certification from Engineering and the Determination from Zoning in Steps 1 and 2 along with your application for construction permits back to the Division of Zoning and resume the regular permitting process.</p>